

**PUBLIC INFORMATION & COMMUNICATION SERVICES (PICS)
NIH - TASK ORDER**

RFTOP# 114 TITLE: CCR Grand Rounds Support

PART I B REQUEST FOR TASK ORDER (TO) PROPOSALS

A. POINT OF CONTACT NAME:

MaryAnne Golling
Phone: (301) 435-3819

Proposal Address: (U.S. Mail)

Research Contracts Branch, OM
Executive Plaza South, MSC 7193
6120 Executive Blvd.,
Suite 6001, Room 6054
Bethesda, MD 20892-7193

Proposal Address: (Hand Delivered)

Research Contracts Branch, OM
Executive Plaza South, MSC 7193
6120 Executive Blvd.,
Suite 6001, Room 7193
Rockville, MD 20852

Billing Address:

Research Contracts Branch, OM
National Cancer Institute
6120 Executive Blvd.
Executive Blvd. South
Suite 6001, Room 6054
Bethesda, MD 20892-7193

B. PROPOSED PERIOD OF PERFORMANCE

Base Period:	April 1, 2003 - March 31, 2004
Option 1:	April 1, 2004 - March 31, 2005
Option 2:	April 1, 2005 - March 31, 2006
Option 3:	April 1, 2006 - March 31, 2007
Option 4:	April 1, 2008 - March 31, 2008

C. PRICING METHOD: Cost Plus Fixed Fee (Completion) A 12-month base year contract, with four 12-month options is anticipated. Please price Task Order accordingly.

D. PROPOSAL INSTRUCTIONS: Submit an original and 6 hard copies of the technical proposal and an original and 6 hard copies of the business proposal. Technical proposals should not exceed 20 pages (excluding resumes). Cv's are required for the Project Manager and the Call Center Manager. **Budget Submission:** Provide a line-item budget with a narrative justification for each line.

E. RESPONSE DUE DATE: February 27, 2003, at 3:00 PM EST. Please notify the Point of Contact via e-mail at: gollingm@mail.nih.gov if you intend to submit a proposal.

F. TASK DESCRIPTION:

Background

The National Cancer Institute (NCI), National Institutes of Health, is the primary federal agency for cancer research. The NCI's Center for Cancer Research (CCR) was created in March 2001 by merging two vital components of the NCI's Intramural Research Program - the Division of Basic Sciences (DBS) and the Division of Clinical Sciences (DCS). CCR strives to promote closer links between basic researchers and clinical investigators, thereby enhancing their opportunities for both scientific discovery and translational research (bench-to-bedside and bedside-to-bench). The CCR is also committed to supporting and training young scientists and clinicians as they launch their careers in basic and clinical research. The CCR mission is to reduce the burden of cancer through exploration, discovery and translation.

The CCR places a particular emphasis on training the next generation of investigators in basic, interdisciplinary and translational cancer research. The goal of CCR Grand Rounds seminar series is to expand the general knowledge of the NCI scientific staff on new and exciting developments in the cancer field and provide for the continuing education needs of the NCI medical staff and clinical fellows.

Description of the Work:

Independently and not as an agent of the Government, the Contractor shall furnish all the necessary services, qualified personnel, material, equipment, and facilities, not otherwise provided by the Government as needed to perform the Statement of Work below:

- a. Maintain a database of actual and suggested speakers for the seminar series sent to the contractor by the senior staff of CCR or members of the CCR Grand Rounds Committee. This list should include the suggested speaker's name, address, e-mail address, telephone and facsimile numbers, and the name and telephone number of the staff member who suggested the potential speaker. Provide the Chair of the CCR Grand Rounds Committee with the list of suggested speakers as required.
- b. Prepare all speaker correspondence including confirmation and thank-you letters. Organize and coordinate travel/hotel ground transportation arrangements for all speakers. Provide the CCR travel coordinator with all information regarding these arrangements at least two weeks before the speaker is scheduled to present his/her seminar. Coordinate the schedule of the speaker and develop print itinerary. This includes contacting the individual who suggested the speaker and arranging for them to introduce and host the speaker. If this individual cannot introduce and/or host the speaker, work with the Chair, CCR Grand Rounds Committee to arrange for someone

else to introduce/host the speaker. The contractor shall contact the speaker for suggestions concerning who he/she would like to meet with while visiting NIH, and schedule the meeting. The contractor shall mail information packets with all required forms to the speaker.

- c. Secure the Lipsett Auditorium for each seminar.
- d. Ensure that all audiovisual equipment needed by the speaker is provided by the audiovisual group of NIH. Forward schedule information and interact as need with NIH Videocast, NCI Office of International Affairs, videobridge staff, NIH event management staff, and CCR Grand Rounds Committee.
- e. Ensure the auditorium is appropriately equipped prior to the meeting.
- f. Provide on-site support as necessary.
- g. Promote lecture on print and electronic calendars. Design and provide monthly flyers (maximum of 1000) for distribution too all CCR staff, and groups specified by the Chief, CCR Grand Rounds Committee, and design and provide posters for display in designated areas of NIH (maximum of 10). Send out weekly e-mail notices on Wednesday of each week listing the name of the next seminar speaker, the title of his/her talk, the name of the next seminar speaker, the title of his/her talk, the name of the host, etc. Send flyer and host/introducer to the Director, CCR on a weekly basis and schedule certain speakers around the Director's schedule of availability.
- h. The contractor shall contact the NCI host for names of appropriate individuals to approach about possible post-lecture meetings, and contact appropriate faculties to solicit interest in post-lecture meetings and then arrange the meetings. Handouts (maximum of 100) containing the name, title, biography of the speaker, and abstract shall be provided at the beginning of each seminar.
- i. Prepare the appropriate documentation/forms required so physicians attending the seminars will receive CME (Continuing Medical Education) credit from NIH's Office of Education.
- j. Track attendance.
- k. Prepare and distribute seminar evaluation forms. Provide quarterly summaries of this data to the Task Order Monitor.
- l. Prepare and distribute CME certificates to the recipients.

In addition to the above requirements, the contractor shall prepare and submit the following reports during the period of performance of this contract:

G. DELIVERABLES/REPORTING REQUIREMENTS

Completed Task Order Report:

This report shall contain a summary of all work performed during the contract period. The report shall also discuss any problems encountered and the successful resolution of those problems as well as recommendations and conclusions based on experience and the results obtained.

The contractor shall provide one copy each of the above information to the Project Officer and the Contracting Officer.

Satisfactory performance of this contract shall be deemed to occur upon delivery and acceptance by the Contracting Officer, or the duly authorized representative, of the services described above and the following:

<u>Item #r</u>	<u>Description</u>	<u>Quantity</u>	<u>Delivery Schedule</u>
1	Documentation for CME Credit	1	Each Seminar
2	Annual evaluation summaries	1	Annually
3	List of scheduled speaker for each month	2	Each Seminar
4	Mater speakers list	1	As Required
5	Complete Task Order Report	2	Last Day of the Contract Period

H. EVALUATION FACTORS:

General: The technical proposal will receive paramount consideration in the selection of the Contractor for this Task Order. All evaluation factors, other than cost or price, when combined are significantly more important than cost or price. However, cost/price may become a critical factor in source selection in event that two or more offerors are determined to be essentially equal following the evaluation of all factors other than cost or price. In any event, the Government reserves the right to make an award to that offeror whose proposal provides the best overall value to the Government.

Budget Evaluation: NCI will evaluate each budget line item based on its consistency with the purpose and objectives of the Task Order and the extent to which it is economically reasonable.

EVALUATION CRITERIA:

You are advised that paramount consideration shall be given in the following order:

1. Technical Proposal (60 points)

Proposals will be evaluated on the basis of a demonstrated knowledge and understanding of the CCR's needs and concerns with regard to support of the Grand Rounds seminar series, a thorough understanding of objectives and requirements of the tasks to be performed under the contract, and detailed description of the methods for implementation and management of each task. Experience in support seminars and training programs for NCI scientists would be highly desirable. Please demonstrate the ability to work closely with NCI staff and outside speakers to coordinate the logistics of the Grand Rounds; provide details on how each task and subtask would be implemented and by whom; and a management plan that will ensure smooth coordination of all details.

2. Experience and Competence of Personnel (40 points)

Please document staff qualifications for planning and coordinating scientific events and training sessions, collecting and managing forms and data (e.g., attendance records, course evaluation forms, training certifications and speaker listing), managing projects and coordinating travel and hotel arrangements. In particular, detailed information should be provided on the experience of the Project Manager demonstrating a successful record of coordinating scientific seminars and training session for NCI and NIH scientists.

TO # NICS-114

TITLE: CCR Grand Rounds Support

PART II - CONTRACTOR'S REPLY: CONTRACT #263-01-D-01-D-0 _____

Contractor:

Points of Contact:

Phone-

Fax-

Address:

TOTAL ESTIMATED COST:

Pricing Method

TOTAL ESTIMATED NUMBER OF HOURS:

PROPOSED COMPLETION DATE:

FOR THE CONTRACTOR:

Signature

Date

SOURCE SELECTION:

WE HAVE REVIEWED ALL SUBMITTED PROPOSALS HAVE DETERMINED THIS FIRM
SUBMITTED THE BEST OVERALL PROPOSAL AND THE PRICE/COST IS REASONABLE.

Billing Reference # _____

Appropriations Data: _____

(ATTACH OBLIGATING DOCUMENT IF AN ROC WILL NOT BE USED.)

RECOMMENDED: _____

FAX #

Signature - Project Officer

Date

APPROVED: _____

FAX #

Signature - Contracting Officer

Date

NIH APPROVAL -

CONTRACTOR SHALL NOT EXCEED THE ESTIMATED LABOR HOURS OR
ESTIMATED TASK ORDER AMOUNT WITHOUT THE WRITTEN APPROVAL OF
THE CONTRACTING OFFICER & PICS COORDINATOR

APPROVED: _____

Fax# 5-6101

Signature - B. Anthony M. Revenis, J.D., NIH-PICS Coordinator

Date